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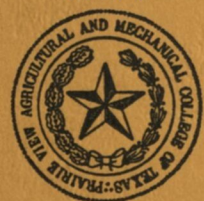
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ANNUAL REPORT

LAUNDRY AND DRY CLEANING DEPARTMENT

1972-73

§



PRAIRIE VIEW AGRICULTURAL AND
MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE
LAUNDRY DEPARTMENT
PRAIRIE VIEW, TEXAS 77445

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THOUGHTS FROM DEEP WITHIN THE CANYONS OF THE MIND

THAT ARE EXPRESSED WITHIN THE VALLEYS OF THE HEART.

THE

LAUNDRY GUIDE

ON FULFILMENT

To fulfil the dreams of one's youth; that is the best that can happen to a man. No worldly success can take the place of that.

Willa Cather

ON MELLOWNESS

I like spring, but it is too young. I like summer, but it is too proud. So I like best of all autumn, because its leaves are a little yellow, its tone mellow, its colors richer, and it is tinged a little with sorrow. Its golden richness speaks not of the innocence of spring, nor of the power of summer, but of the mellowness and kindly wisdom of approaching age. It knows the limitations of life and is content.

Lin Yutang

ON AWARENESS

Life is what we are alive to. It is not length but breadth. To be alive only to appetite, pleasure, pride money-making, and not to goodness, kindness, purity, love, history, poetry, music, flowers, stars, God, and eternal hope is to be all but dead.

Maltbie D. Babcock

ON HELPFULNESS

You will find, as you look back upon your life, that the moments that stand out are the moments when you have done things for others.

Henry Drummond

ON ACHIEVEMENT

That man is a success who has lived well, laughed often and loved much; who has gained the respect of intelligent men and the love of children; who has filled his niche and accomplished his task; who leaves the world better than he found it, whether by an improved poppy, a perfect poem or a rescued soul; who never lacked appreciation of earth's beauty or failed to express it; who looked for the best in others and gave the best he had.

Robert Louis Stevenson

ON JOY

The hands of those I meet are dumbly eloquent to me. I have met people so empty of joy that when I clasped their frosty fingertips it seemed as if I were shaking hands with a northeast storm. Others there are whose hands have sunbeams in them, so that their grasp warms my heart. It may be only the clinging touch of a child's hand, but there is as much potential sunshine in it for me as there is in a loving glance for others.

Helen Keller

ON LIFE

Life is a series of surprises, and would not be worth taking or keeping if it were not.

Ralph Waldo Emerson

ON AMERICA

America is great because America is good, and if America ever ceases to be good. America will cease to be great.

Alexis de Tocqueville

ON TODAY

I have no Yesterdays. Time took them away; Tomorrow may not be--- But I have Today.

Pearl Yeaton McGinnis

P R E F A C E

According to a William K. Webb, just one clear picture, depending on the kind of truth the picture makes, painted in the mind and heart of man is all it takes to change an apathetic man to acts of consecration that kindle strife or call for peace.

For eleven years of tenure at this institution, indirectly, my services were associated with laundry operations. During this period, due to many factors, students seemingly, created a distorted image of the laundry of which in my opinion, some of the complaints were unbelievable or unfounded. Therefore, after having been named manager in 1967, many hours were utilized in conference with employees and working with them in their respective work areas in an attempt to discover and solve the problem. To date much improvement has been made and claims or refunds due to loss or misplaced articles have been greatly reduced.

Even though much improvement was made through the constant upkeep of equipment, the purchase of a few new items and some changes in operating procedures, it was impossible to change in a few years, the image that had been painted in the minds of former students and verbally passed on to new students as they enroll at the institution.

The image, flowing as an under current of a river, seemingly came to surface during the student riot and a few students expressed their dissatisfaction by breaking into the building, damaging office equipment, packing clothing out of the building and damaging clothing inside the building.

Hopefully, with the advent of the New Laundry Facility and continued up grading of operating procedures, the distorted image that kindled strife can be changed to a peaceful mind and each student can feel assured he is getting the best service possible.

A. Regular Employees

a. Budget Item

1. Manager	1
2. Assistant Manager	1
3. Clerk Typist	1
4. Laundry Worker I	2
5. Laundry Worker II	7

b. Hourly

1. Laundry Worker I	3
2. Laundry Worker II	2
3. Laundry Washman	1
4. Laborer	0
5. Utility Worker	0

Sub-Total 20

c. Resignation (January 13, 1973)

1. Clerk-Typist	<u>1</u>
-----------------	----------

d. Total Regular Employees as of May 31, 1973

19

B. Student Employees (Part Time)

1. Regular Student	1
2. E. O. A.	<u>64</u>

Sub-Total 65

Total Regular and Student Employees 84

P E R S O N N E L

Personnel for the Laundry and Dry Cleaning Department September 1,

1972 through May 31, 1973 are as follows:

A. Regular Employees

a. Budget Item

Name	Date of Birth	Date of Employment	Length of Service
1. Peterson, Alondrus A.	12-3-19	Oct. 1956	17 year
1. Manager		1	
2. Assistant Manager		1	
2. Clerk Typist	1-23-10	Sep. 1936	33 year
4. Laundry Worker I		2	
5. Laundry Worker II		7	

b. Hourly

1. Laundry Worker I	5
2. Laundry Worker II	2
3. Laundry Washman	1
4. Laborer	0
5. Utility Worker	0

Sub-Total 20

c. Resignation (January 15, 1973)

1. Clerk-Typist	1
-----------------	---

d. Total Regular Employees as of May 31, 1973

19

B. Student Employees (Part Time)

1. Regular Student	1
2. E. O. A.	64

Sub-Total 65

Total Regular and Student Employees

84

EMPLOYEE STATUS

The following is the status of Laundry employees as of May 31, 1973.

Name	Date of Birth	Date of Employment	Length of Service
1. Peterson, Alandrus A. Manager	12-3-19	Oct. 1956	17 years
2. Herndon, Daniel N. Assistant Manager	1-23-10	Sept. 1936	33 years
3. Bragg, Rosie L. Laundry Worker II	4-6-14	Sept. 1952	21 years
4.* Clayton, Shirley A. Clerk-Typist	6-8-47	Sept. 1968	4 1/2 years
5. Echols, Hazel Laundry Worker II	12-18-29	Sept. 1949	24 years
6. Haynes, Nannie B. Laundry Worker II	5-2-11	April 1951	28 years
7. Kemp, Gloria Laundry Worker I	10-5-35	Sept. 1968	5 years
8. Mathis, Dirothia Laundry Worker II	5-31-24	Sept. 1957	16 years
9. Smith, Erma C. Laundry Worker II	4-5-13	Sept. 1950	23 years
10. Tompkins, Jessie M. Laundry Worker II	3-23-26	March 1954	19 years
11. Tompkins, Jo Anna Laundry Worker II	1-17-25	Sept. 1952	21 years
12. White, Daisy Laundry Worker I	6-19-34	Oct. 1966	7 years
13. Brown, Willie D. Laundry Washman	4-25-32	Nov. 1966	7 years

	Name	Date of Birth	Date of Employment	Length of Service
14.	Kirby, Gertrude Laundry Worker II	2-2-23	Sept. 1952	21 years
15.	Lane, Ruby J. Laundry Worker I	8-30-40	Sept. 1960	13 years
16.	Rutledge, Julius C. Laundry Worker II	7-2-27	Sept. 1969	4 years
17.	Stubblefield, Lyvonne Laundry Worker I	5-3-29	March 1970	3 years
18.	Hollis, Mildred Laundry Worker I	11-11-49	Oct. 1970	3 years
19.	Onezine, Mary J. Laundry Worker I	3-29-52	Nov. 1971	1 year & 7 months
20.	**Clayton, Fayola Laundry Worker I	2-13-49	1-15-73	4 1/2 months

* Employees who resigned during the year

** New Employees

SPECIAL MEETINGS

District Counselor Rehabilitation Commission

On February 3, 1973, Heads of Auxiliary Enterprise of Prairie View Agricultural and Mechanical College, met with Mr. Tony Schindler, District Counselor of the Texas Rehabilitation Commission and Mrs. Pullar, Vocational Adjuster Co-ordinator of Waller County.

The purpose of the meeting was discuss excerpts from the Governor's Committee concerning the hiring of the handicap and to determine the possibility of some of these persons being hired on the campus. It was indicated that they were trying to keep these students in school and if a student could be placed in employment prior to the end of school, he could graduate with five months on the job.

MEETINGS

Several Heads of Departments were in a position to use some of the students in question.

Breches State School

Representatives in the interest of laundry service for the Breches State School visited the Laundry Office on April 25, 1973. The persons

were:

1. Mr. Afele S. Elliott
Business Manager
2. Mr. Jimmy E. Watkins, Ed. D.
Superintendent
3. Austin Representative
Texas Department of Mental Health and Mental Retardation,
Austin, Texas.

The following is a letter of inquiry and a bid submitted by Mr. Elliott which if granted, would gross the laundry approximately, an additional \$180 to \$287 per week.

SPECIAL MEETINGS

District Counselor Rehabilitation Commission

On February 3, 1973, Heads of Auxiliary Enterprise of Prairie View Agricultural and Mechanical College, met with Mr. Tony Schindler, District Counselor of the Texas Rehabilitation Commission and Mrs. Fuller, Vocational Adjuster Co-ordinator of Waller County.

The purpose of the meeting was discuss excerpts from the Governor's Committee concerning the hiring of the handicap and to determine the possibility of some of there persons being hired on the campus. It was indicated that they were trying to keep these students in school and if a student could be placed in employment prior to the end of school, he could graduate with five months on the job.

Several Heads of Departments were in a position to use some of the students in question.

Brenham State School

Representatives in the interest of laundry service for the Brenham State School visited the Laundry Office on April 25, 1973. The persons were:

1. Mr. Arvle S. Elliott
Business Manager
2. Mr. Jimmy R. Haskins, Ed. D.
Superintendent
3. Austin Representative
Texas Department of Mental Health and Mental Retardation,
Austin, Texas.

The following is a letter of inquiry and a bid submitted by Mr. Elliott which if granted, would gross the laundry approximately, an additional \$180 to \$287 per week.

March 27, 1973

Business Manager
Texas A & M University
Prairie View, Texas

Dear Sir:

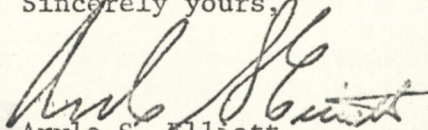
It has come to our attention that your institution has recently completed a new laundry facility.

The Brenham State School will be opening for the receiving of residents late in the summer of 1973. Our present facility does not include laundry facilities. We are interested in making a contract with a commercial concern or another State institution for the performance of our laundry needs.

I would like to come to your office and discuss with you the possibility of an inter-agency contract and the prices for such services.

If you are interested in such an arrangement, please indicate an acceptable date for such a discussion.

Sincerely yours,



Arvie S. Elliott
Business Manager

ASE:fab

SPECIFICATIONS FOR
COMMERCIAL LAUNDRY SERVICE

for

BRENHAM STATE SCHOOL

1. SCOPE

The Vendor shall furnish all labor, materials, and services required to furnish commercial laundry service for the Brenham State School as specified herein and as otherwise required to furnish complete commercial laundry service. All linen and clothing will be furnished by the Brenham State School, hereinafter called the Owner.

2. ESTIMATED VOLUME

The estimated volume of the school will be approximately as follows:

Flatwork	1000 to 1600 lbs. per day
Rough Dry	940 to 1500 lbs. per day
Press Work	60 to 96 lbs. per day

Total Daily Volume - 2000 to 3196 lbs. per day, 7 days per week.

3. CONDITION OF SOILED LAUNDRY

Each bidder is hereby advised that a considerable amount of the soiled linens, particularly from non-ambulatory wards, will be soiled with fecal matter and urine.

4. POINT OF PICK-UP AND DELIVERY

Point of pick-up and delivery shall be at one central point on the campus of the Brenham State School.

5. PICK-UP AND DELIVERY SCHEDULE

Pick-up and delivery shall be made daily by the Vendor, Monday through Friday as follows. The hour of pick-up and delivery shall be mutually agreed upon by the Management of the Brenham State School and by the Vendor.

Monday: Pick up. Deliver laundry picked up on previous Friday.

Tuesday: Pick up. Deliver laundry picked up on previous Monday.

Wednesday: Pick up. Deliver laundry picked up on previous Tuesday.

Thursday: Pick up. Deliver laundry picked up on previous Wednesday.

Friday: Pick up. Deliver laundry picked up on previous Thursday.

6. WASHING FORMULA

The Vendor shall use a washing formula proven to be effective in producing maximum soil removal and whiteness retention, and minimum tensile strength loss.

The Owner shall have the right to inspect the Vendor's plant and operations at any time.

If requested by the Owner, the Vendor shall use a germicidal soap equal to Swift's Enstaph to combat infectious diseases such as staph infections.

7. TYPE OF FINISH

- a. Sheets, pillowslips, hand towels, napkins, cup towels, and cooks aprons and similar articles shall be ironed on flatwork ironer, and for the purpose of bidding shall be classed as flatwork.
- b. Bath towels, wash cloths, undershirts, undershorts, knit shirts, T-shirts, diapers, socks, and similar articles shall be tumbled dry (fluff-dry or rough-dry), and for purpose of bidding shall be classed as rough dry.
- c. Outer garments such as dresses, pants, and shirts, (except knit shirts and T-shirts) shall be pressed and for purpose of bidding shall be classed as press work.

8. FOLDING AND BUNDLING

Generally, articles shall be folded, bundled, and wrapped upon being returned to the institution except as further explained.

The following articles may be returned wrapped or bagged, but not folded: Wash cloths, undershirts, undershorts, knit shirts, T-Shirts, diapers and socks. These items shall be separated into bundles or bags of "like items," but not folded.

Napkins, cup towels, aprons, and pressed garments shall be folded, bundled, and wrapped into packages of convenient size to handle.

Sheets, pillowslips, bath towels, and hand towels shall be packaged as follows:

Sheets	15 per bundle
Pillow Slips	50 per bundle
Bath Towels	15 per bundle
Hand Towels	25 per bundle

9. WEIGHTS

All weights used for billing purposes shall be accurate scale weights of the clean laundry. The weights shall be listed daily for each category of work - flatwork, rough dry, and press work. Weights shall be subject to checking by the Owner at any time.

10. RESPONSIBILITY FOR LOSS

The Vendor shall be responsible for all articles lost from the time the laundry is picked up at the institution until it is returned.

11. BILLING AND PAYMENT

The Vendor shall bill the Owner monthly on forms designated by the Owner. The monthly billing shall be supported by a detailed invoice showing the dates and amounts of laundry processed.

PROPOSAL

The undersigned proposes and agrees to furnish commercial laundry service to the Brenham State School as specified above for the amounts listed on the next page. The exceptions are indicated on the attached form.

PROPOSAL

Flatwork \$_____ per pound.

Rough Dry: \$_____ per pound.

Press Work: \$_____ per pound.

Respectfully submitted,

Authorized Signature

Date _____

Title

Address: _____

For: _____

Name of Firm

Telephone: _____

Authorized Signature

Date _____

Title

Address: _____

For: _____

Name of Firm

Telephone: _____

Authorized Signature

Date: _____

Title

Address: _____

For: _____

Name of Firm

Telephone: _____

ATTACHEMENT

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW LAUNDRY

TO: Mr. Arvle S. Elliott

FROM: Alandrus A. Peterson, Manager

RE: Other Conditions Relative to Bid Per Listed Items

Item 3. CONDITION OF SOILED LAUNDRY

- a. All soiled linen will be placed in laundry bags for ease in handling and tagged with accurate count.
- b. All soiled linen containing fecal matter and urine will be placed in plastic bags with the major portion of the fecal matter being rinsed from the article.

Item 5. PICK-UP AND DELIVERY SCHEDULE

The owner will indicate an appropriate time and have personnel available for pick up and delivery to minimize time lost by delivery man.

Item 7. TYPE OF FINISH

Part C (Press Work). Outer garments such as dresses, pants, shirts, until further study will be charged by the piece rather than by the pound as follows:

Dresses	
Plain	.65
Pleated	.75
Child	.45
Pants	
Men	.35
Boys	.25
Shirts (Folded)	
Men	.20
Boys	.18

Item 10. RESPONSIBILITY FOR LOSS

The Laundry can be responsible for lost articles only if the count is verified at the pick up point and is in agreement with the Laundry count, otherwise, the Laundry count must be accepted as being correct.

Item 11. BILLING AND PAYMENT

a. Payments will be made to Prairie View Laundry
Account Number 40-300

b. A pick up and delivery fee of \$200 should be added to
each monthly billing.

Student Advisory Committee

In meeting with the Student Advisory Committee, we entertained ideas concerning improvement of laundry service to students living in residents as follows:

1. Pick up and delivery service to dormitories
2. Linen service

For pick up and delivery service, space should be provided in each dormitory for the depositing of soiled linen which would provide a central place for the student to receive the finished bundle. Of course, linen service would follow a similar procedure for pick up and delivery service.

For the linen service program, the student committee felt that this should be a service rendered as part of the current fee, of course, in discussing this with the President, it was indicated that an additional fee should be charged for an added service.

To date no attempt has been made to communicate this idea to the students.

The present laundry building, at Prairie View Agricultural and Mechanical College has housed the Laundry Facility since its inception in 1915. The building with a gross area of 11,536 square feet, consists of a basement, a first and second floor. The second floor was equipped with wash tubs, iron boards, ironing boards and hand irons, and was made available to students for the purpose of washing and ironing their personal laundry. The enrollment at that time was less than 300.

UPKEEP AND REPAIRS

During the school year, the laundry spent approximately \$834. for parts and repairs. This figure does not include labor performed by laundry personnel and it is felt that the Laundry is fortunate to personnel with the skill to repair its equipment.

INJURIES SUSTAINED

The laundry is pleased to report that no injuries requiring treatment were sustained during the school year 1972-73.

FUTURE PROJECTION

1. The entire Staff is looking forward to the entering of the New Laundry Facility.
2. Hopefully the Bid for laundry service from the Brenham State School will be granted to Prairie View Laundry.
3. A brief history of the Laundry is as follows:

THE LAUNDRY FACILITY

The present laundry building, at Prairie View Agricultural and Mechanical College has housed the Laundry Facility since its inception in 1916. The building with a gross area of 13,536 square feet, consist of a basement, a first and second floor. The second floor was equipped with wash tubs, rub boards, ironing boards and hand irons, and was made available to students for the purpose of washing and ironing their personal laundry. The enrollment at that time was less than 500.

The laundry equipment for the first floor consisted of one flat-work ironer, two hot head pressers, three wooden wahsers, an extractor,

FORMER EMPLOYEES

and a large tumble of approximately 150 pounds capacity. There were also, a considerable number of ironing boards and hand iorns on this floor. The dry cleaning section was in the rear of the first floor and consisted of a dry cleaning unit without a filter and two steam presses. The laundry and dry cleaning areas utilize the same extractor.

The laundry in its infancy was under the directorship of a Mr. A. D. Ewell, Mr. Scye Ewell and Mr Weldon Williams respectively. On September 1, 1927 was named Superintendent of the Laundry, the position which she held until retirement in 1956. Having been employed as a worker in 1922, she served the institution for thirty four years. Miss Farrell passed in Dallas, Texas June 26, 1961 and was buried June 28, 1961. Mr. D. N. Herndon succeeded Miss Farrell as Superintendent upon her retirement in 1956 and served as superintendent until September (summer) 1967 at which time Alandrus A. Peterson was named acting Manager and later as Manager, the position currently being held by him in 1973.

14. Dorothy Rogers	36. Katherine Hunter
15. Willard McCullough	37. Emma West
16. Nathaniel Santos	38. Elizabeth Quiller
17. Leroy Jackson	39. Clementine Brown
18. Robert Neal	40. Lennie Reynolds Maxwell
19. L. C. Crafton	41. Julia Mae Hall
20. Winnie Ola Thomas	42. Emma Reynolds Gregory ***
21. Elmore Jordan	43. Christine Thompson
22. Alice Mae Gertman	44. Flora Lang
	45. Ola Mae McDonald

FORMER EMPLOYEES

Other employees who served during the history of the Prairie View Laundry Department.

- | | |
|---------------------------|-------------------------------|
| 1. Harrison Burrell ** | 24. Learline Wilson |
| 2. Callie Owens ** | 25. Willie Mae Gee |
| 3. Millie Pace ** | 26. Gladys Ragston |
| 4. Mack Washington ** | 27. Opal Peterson |
| 5. Fred G. Rhone ** | 28. Amy Bean Boykins |
| 6. Samuel Davis ** | 29. Dorothy Bogges Williams |
| 7. S. B. Kemp * | 30. Irene Tompkins Stanifer |
| 8. Lucy Watson * | 31. Myrtle Bennett *** |
| 9. Lucy Richards * | 32. Vernell Yepp |
| 10. Robert Raford, Sr. ** | 33. Mozell Bennett |
| 11. Pearl Walker * | 34. Willie McKinzie |
| 12. Jack Weathers * | 35. Utlene Kirby |
| 13. Ida Williams * | 36. Katherine Hunter |
| 14. Dorothy Rogers | 37. Emma West |
| 15. Hillard McCullough | 38. Elizabeth Quiller |
| 16. Nathaniel Santee | 39. Clemetine Brown |
| 17. Leroy Jackson | 40. Lannie Reynolds Maxwell |
| 18. Robert Neal | 41. Julia Mae Hall |
| 19. L. C. Craiton | 42. Emma Reynolds Gregory *** |
| 20. Minnie Ola Thomas | 43. Christine Thompson |
| 21. Elnora Jordon | 44. Flora Lang |
| 22. Alice Mae Gertman | 45. Ola Mae McDonald |
| 23. Georgia Taylor | 46. Ola Mae Wilder |

- | | |
|--------------------------|-----------------------|
| 47. Nora Rutledge | 57. Annie Wilson |
| 48. Mrs. Rainer | 58. Georgia M. Curtis |
| 49. Jessie Mae Scott | 59. Hillard Muse |
| 50. Viola Harris Stewart | 60. Annie V. Scott |
| 51. Mrs. Abraham | 61. Vecola Ward |
| 52. Rosa Lee Singleton | 62. Josephine Jackson |
| 53. Shirley Ann Clayton | 63. Beatrice Wilder |
| 54. Walter Pendleton | 64. Dorelia Payne |
| 55. Bertha Washington | 65. Mrs. Ward |
| 56. Mary P. Deese | 66. Coretha Jackson |

ARTICLES THAT APPEARED IN THE
PANTHER

STUDENT ADVISORY COMMITTEE NAMED FOR THE LAUNDRY DEPARTMENT

Working with the concept of having students share in the development of the institution, a Student Advisory Committee has been named for the Laundry. During their first meeting February 8, 1973, Miss Mittie Carter selected Chairman of the Laundry Student Advisory Committee, Miss Mary Turner, Co-Chairman and Miss Sue Sampston, Secretary. Later Miss Carter was appointed Co-Chairman to work with the other officers of the committee. This Committee will work with the laundry in developing laundry service programs for students living in residence.

ARTICLES THAT APPEARED IN THE PANTHER

- | | |
|---------------------|------------------------|
| 1. Beard, Linda | 10. Johnson, Clara |
| 2. Carria, Rollins | 11. Jones, Gloria |
| 3. DeWay, Helen | 12. Moore, Darlene |
| 4. Davis, Barbara | 13. Pater, Billie |
| 5. Eason, Freddie | 14. Grant, Artie |
| 6. Ford, James | 15. Stanley, Mildridge |
| 7. Griffin, William | 16. Stevens, Mary |
| 8. Hall, Steve | 17. Thomas, Ronnie |
| 9. Hayes, Lenette | 18. Ward, Inez |

STUDENT ADVISORY COMMITTEE NAMED FOR THE LAUNDRY DEPARTMENT

In keeping with the concept of having students share in the development of the institution, a Student Advisory Committee has been named for the laundry. During their first meeting February 8, 1973, Miss Mittie Carter was elected Chairman of the Laundry Student Advisory Committee, Miss Carolyn Turner, Co-Chairman and Miss Sue Sampleton, Secretary. Later Mr. Steve Carter was appointed Co-Chairman to work with the other officials of the committee. This Committee will work with the laundry in developing laundry service program for students living in residence. Other members of the committee are as follows.

- | | |
|---------------------|------------------------|
| 1. Beard, Linda | 10. Johnson, Clara |
| 2. Carrie, Rollins | 11. Jones, Gloria |
| 3. Dabney, Helen | 12. Moore, Darlene |
| 4. Davis, Barbara | 13. Peter, Julia |
| 5. Eason, Freddie | 14. Smart, Arthur |
| 6. Ford, James | 15. Stanley, Mildridge |
| 7. Griffin, William | 16. Steven, Mary |
| 8. Hall, Steve | 17. Thomas, Bessie |
| 9. Hayes, Lenetta | 18. Ward, Inez |

THE NEW LAUNDRY FACILITY

Being somewhat away from the general flow of traffic, a person, unless he would have a special reason for going beyond Avenue B on Fifth Street toward the Fire Station, may not be aware of the construction of another important facility on the campus of Prairie View A. and M. College. Even with the appearance of silence, a new laundry facility is being constructed north of the Building and Grounds Office Building or northwest of the Maintenance Building.

DESCRIPTION OF PROJECT

General

The project consists of a new laundry facility to be located on the campus of Prairie View A. and M. College at Prairie View, Texas. The facility will process both laundry and dry cleaning from a soiled to a cleaned condition, packaged and ready for delivery.

Scope

The building will be a one-story structure, having a gross area of approximately 22,000 square feet.

In addition to work areas for laundry and dry cleaning, the interior will have offices, toilets, locker rooms and a lounge for operating personnel. There will also be provided a mechanical room, supplies storage and inside parking for two laundry trucks.

The floor will be a structural slab of reinforced concrete and will be elevated to dock height.

The foundation will consist of spread footings founded at depths having appropriate bearing values.

The structural system will be poured-in-place, reinforced concrete.

Exterior walls will be face brick on dampproofed concrete masonry back-up units. Some exterior areas will have aggregate finished panels.

Interior finish on exterior walls will be exposed concrete masonry units.

**PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE
LAUNDRY DEPARTMENT
PRAIRIE VIEW, TEXAS 77445**

RECOMMENDATIONS FOR

IMPROVED

DRY CLEANING AND LAUNDRY SERVICE

FOR THE

STUDENTS, FACULTY, STAFF AND THE COMMUNITY

OF

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

SUBMITTED BY

ALANDRUS PETERSON, -MANAGER

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INTRODUCTION

The Dry Cleaning and Laundry Departments being the only establishment within a six mile radius of Prairie View, the College personnel and the immediate community should not have to seek desired services else where.

Since the Board of Directors of the Texas A. and M. University System has approved the construction of a new laundry and dry cleaning facility, the time is ripe for the development of a program where by the services rendered by the establishment can be broaden and encompass the entire College and Community.

Since residents students pay for laundry service as part of their maintenance, which does not include the service rendered by the dry cleaning area, it is imperative that the develop of a program be considered in four catagories as follows:

- I. Laundry Service for Students Living in Residents
- II. Laundry Service for Day Students.
- III. Laundry Service for the Faculty, Staff and Citizens of the Community.
- IV. Dry Cleaning Service for All Concerned.

Linen Control for Students Living in Residents

A linen control program is a cooperative venture that will include all those involved in selecting, purchasing, using, processing and handling of linen, therefore, the initial and most important step is establishment of a linen committee. The departments that are most involved in laundry and linen service are the laundry, men and women departments for residents, therefore, a representative, usually the department head and personnel in charge of each residents and possibly a student from each resident should constitute the linen committee.

Any time a department that is not represented on the linen committee is involved in a linen problem, a representative of that department will be asked to sit in on the committee.

The purpose of a linen control program is as follows:

1. To insure continuing and adequate circulation of linens (collecting and distribution).
2. To maintain an effective control over all linens at all times.
3. To insure the right items are in the right place in the right quantities at the right time (distribution).
4. To help eliminate misuse and abuse of linens and maintain an accurate account of linens in use, in laundry and in storage.

Storage, Pick. Up and Delivery

It is recommended that available space be provided in a centrally located dormitory (s) or building (s) where students can deposit and receive personal laundry bundles. It is also recommended that in the event extra linen is left with the dormitory supervisors, adequate secured locker or a similiar method be utilized for safe keeping.

A retainer fee, similiar to the method used by ROTC should be collected from each student to insure the return of all linens.

A student would be issued clean linen and each week will exchange soil linen for clean linen.